



NOLKE OPTICIANS
Ayres Court, Dunmore RD
Waterford

Tel 051 855638
Director: Mr Kjell Nolke

Ref Nolke Opticians job application

Dear Applicant

Please find enclosed an application form for the optical assistant position. Fill out all relevant sections and return by mail and post to address above.

Nolke Opticians opened in 2004. We are an independent opticians practice located in the Uluru Centre in Ardkeen. Our opening hours are Monday to Saturday 9.30am to 5.30pm. Normal fulltime working hours would apply, applicants working a five day week, 7½ hours a day = 37.5hours / week. You may be required to work some extra time should the needs of the business require it.

The advertised position is a combined position of receptionist and optical assistant. The selected applicant may also be offered lab technician training. This technical training involves glazing prescription lenses in to frames.

1. **Receptionist** All reception work and customer services including telephone, database entry, cash / till handling, Sales, stock control and merchandising, maintaining practice tidiness and cleanliness general clerical duties as well as assisting customers in their spectacle frame selection.

2. **Optical Assistant** Will be required to do all the above reception work as well as having an understanding of spectacle lenses and frames and the ability to advise the customer with confidence. Future frame adjustment, glazing & lab training will be given. A knowledge of contact lenses will also be an advantage – lens insertion and removal teaches, and basic patient advice. Undertake a course of internal and/or external training for the practice in order to achieve recognisable and superior levels of working proficiency.

Candidate's preferred qualities:

Good oral and written communication skills
A friendly / helpful disposition and the ability to provide 'front-line' customer care services to the general public on a daily basis

Close attention to detail

An excellent team-player

The ability to understand the importance of the commercial aspects of an optical practice

IT experience

Smart appearance.

Driving Licence preferable.

Directors

Kjell Nolke FAOI Optometrist _____ Yvonne Nolke



Application for employment
PLEASE PRINT CLEARLY IN BLOCK LETTERS.

Nolke Opticians, An equal opportunity employer

Position applied for Receptionist/Optical assistant. Date of application _____

Surname Mr/Mrs/Ms/Miss _____ Forename(s) _____

Address _____

Telephone _____ PPS no _____

Are you legally eligible for employment in the Ireland Yes No
If not a Irish or European Union National please state your work permit number _____

Have you had any criminal convictions in the last 7 years Yes No

Notice required for present employer if any? _____

Please note that none of these questions are compulsory nor will affect your eligibility for the position but details would aid management in ensuring equal opportunities are given to all applicants.

Educational Background

Name & location of school, college, university	From - to	Qualification/s Grades	Subjects

Please continue on a separate sheet if necessary and expand on course abbreviations.

Skills and Qualifications

Summarise any training, skills, certificates and/or characteristics of yourself that may qualify you as being suitable for the position you are applying for: _____

Employment History

Give details of your last four (4) work positions starting with the most recent. *Please continue on a separate sheet if necessary.*

From/to	Employer	
Job title	Address	
Title of immediate supervisor	Summarise work and responsibilities	
Reason for leaving	Other details	
From/to	Employer	
Job title	Address	
Title of immediate supervisor	Summarise work and responsibilities	
Reason for leaving	Other details	
From/to	Employer	
Job title	Address	
Title of immediate supervisor	Summarise work and responsibilities	
Reason for leaving	Other details	
From/to	Employer	
Job title	Address	
Title of immediate supervisor	Summarise work and responsibilities	
Reason for leaving	Other details	
From/to	Employer	
Job title	Address	
Title of immediate supervisor	Summarise work and responsibilities	
Reason for leaving	Other details	

References

May we contact for a reference: At any time? Yes No Only if we offer you a job

Name	Position	Contact address	Telephone No.
1.			
2.			

I understand and agree that any misinterpretation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question of this application is used for purposes of limiting or excusing any applicant's consideration for employment on a basis prohibited by law.

Signature of applicant _____ Date _____